COMMONWEALTH *of* VIRGINIA

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April 12, 2011

Dear Cabinet Secretaries, Agency Heads and Agency Information Technology Resources (AITRs):

The 2011 Budget Bill provides General Fund supplements totaling $26.6 million in FY 2011 and $28.7 million in FY 2012 to assist agencies in paying for information technology (IT) services. These appropriations signify a strong commitment on the part of the Governor and the General Assembly to help agencies adjust to VITA's revised rates for IT services.

To receive the supplemental funds, agencies are required to implement a Comprehensive Information Technology Assessment (CITA) to help control costs and improve productivity. CITA is a savings incentive program intended to encourage IT cost management and to reduce the associated General Fund transfers. Only agencies receiving supplements are required to complete the assessment but all are encouraged to participate.

The areas for assessment and potential cost savings are:
- asset management
- managed print
- personal computing
- mobile telecommunication
- data storage
- data centers
- electronic workflow
- legacy assets
- network and messaging

I am pleased to report that VITA and two of our technology partners, PlanIT Technology Group and KST Data, currently are conducting pilot assessments for several agencies. The preliminary results of the pilots are encouraging.

Moving forward, agencies are asked to designate a Commonwealth of Virginia employee to manage development of the report. External providers, such as PlanIT and KST, are available to support analysis and report development. Other resources can be obtained through VITA's managed service provider program with Computer Aid Inc. (CAI).
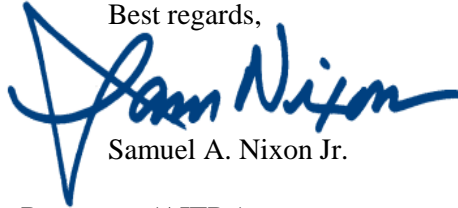
Agency reports are to be submitted to the CIO. Because this is an agency report, the agency head must approve the report and implementation plan prior to submission. The CIO is required to report results to the Governor, Secretary of Technology and Department of Planning and Budget.

The Budget Bill originally required agency reports to be submitted to the CIO by July 1, 2011. To allow additional time for the assessments to be completed, Governor McDonnell has asked and the General Assembly last week approved extending that date by 60 days to September 1, 2011.

VITA is finalizing programmatic guidance, best practices, procedures, tasks list and a template report to assist agencies moving forward. Additional details will be presented at the Agency Information Technology Resource (AITR) meeting on Wednesday, April 13, 2011.

As always, please contact me if I can be of service to you and your organization.

Best regards,

Samuel A. Nixon Jr.

c: Agency Information Technology Resources (AITRs)